

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **PERSONNEL**

DATE: **SEPTEMBER 7, 2011**

Committee Members Present:

Supervisors Conover
VanNess
Belden
Sokol
Merlino
Taylor
Strainer

Committee Members Absent:

Supervisors Kenny
Goodspeed

Others Present:

Daniel G. Stec, Chairman of the Board
Paul Dusek, County Attorney/Administrator
Joan Sady, Clerk of the Board
Kevin Geraghty, Budget Officer
Supervisor Thomas
Supervisor Wood
Kathy Barrie, Personnel Officer
Todd Lunt, Director, Human Resources
Frank O'Keefe, Treasurer
Rob Lynch, Deputy Treasurer
Pat Auer, Director, Public Health
Barbara Taggart, Administrator,
Westmount Health Facility
Jeff Tennyson, Superintendent,
Department of Public Works
Suzanne Wheeler, Deputy Commissioner,
Department of Social Services
Chris Hunsinger, Director, Employment &
Training Administration
Don Lehman, *The Post Star*
Nicole Livingston, Deputy Clerk

Mr. Conover called the Personnel Committee meeting to order at 9:00 a.m.

Motion was made by Mr. Belden, seconded by Mr. VanNess and carried unanimously to approve the minutes of the August 10, 2011 Committee meeting, subject to correction by the Clerk of the Board.

Copies of the Personnel Agenda were provided to the Committee members, and a copy of same is on file with the minutes.

Commencing the Action Agenda review, Mr. Conover apprised Items 1A through C were referrals from the Health Services Committee. Item 1A, he said, was referred from Health Services, requesting authorization for a Public Health Nurse to enroll in two job related courses entitled "Community Based Public Health" and "Capstone Seminar" at SUNY Albany, commencing August 29, 2011 and ending December 7, 2011 and requesting reimbursement of 50% of the cost of books and associated fees totaling \$202.08.

Motion was made by Mr. Belden, seconded by Mr. Taylor and carried unanimously to approve Item 1A as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Conover stated Items 1B and C were referred from Westmount Health Facility. He noted Item 1B was a request for the Health Information Manager to enroll in a job related course entitled "Human Resource Management" at SUNY Canton, commencing August 22, 2011 and ending in December 2011, for a total amount of \$525.

Motion was made by Mr. Sokol, seconded by Mr. Taylor and carried unanimously to approve Item 1B as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Conover added Item 1C was a request to fill the vacant position of Food Service Helper #3, annual salary of \$23,706, Grade 2, Employee No. 9104, due to termination. He noted that this position was mandated and 50% reimbursed.

Motion was made by Mr. Sokol, seconded by Mr. VanNess and carried unanimously to approve Item 1C as outlined above, and the necessary resolution was authorized for the next board meeting. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Conover advised Item 2 was a referral from the Public Works Committee, Airport, requesting to fill the vacant position of Airport Manager, current salary of \$70,730, Employee No. 11428, due to resignation.

Motion was made by Mr. Belden and seconded by Mr. VanNess to approve the request as presented.

Mr. VanNess questioned the status of the search for a new Airport Manager and Mr. Belden replied a few applications had been received and he reminded the Committee members that the position was advertised without an annual salary, which was to be determined based on the level of experience. Mr. VanNess asked why the salary listed was \$70,730 when a determination as to who would be hired had yet to be made. Paul Dusek, County Attorney/Administrator, explained that the rules required the Committee and the Board to authorize the filling of the position and that was the only authorization being sought at this time, with the intent to set a salary at a later date. Mr. VanNess opined he would be more comfortable approving the filling of the position, with the salary to be discussed and set at a later time.

Mr. Belden amended his motion to approve the request to fill the vacant position of Airport Manager with the salary to be discussed and set at a later time and Mr. VanNess amended his second to the motion.

Following discussions, Mr. Conover called the question and the motion was carried unanimously to approve Item 2 as outlined above with the salary to be discussed and set at a later time, and the necessary resolution was authorized for the next board meeting. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Conover apprised Items 3A and B were referrals from the Social Services Committee. Item 3A, he said, was a request for a Caseworker to enroll in a job related course entitled "Intro to Forensic Mental Health" at Sage Graduate School of Health Sciences, commencing August 30, 2011 and ending December 13, 2011 for a total amount of \$2,062.50.

Motion was made by Mr. Taylor and seconded by Mr. VanNess to approve the request as presented.

Mr. Taylor questioned if there would be any State reimbursement associated with this request and Suzanne Wheeler, Deputy Commissioner of Social Services, replied affirmatively, noting that she was unsure of the exact percentage of reimbursement from the State. Mr. VanNess added that under the CSEA Agreement, the County would reimburse 50% for a job related course as long as the employee received a grade of C or better. He further noted that the cost included tuition and associated fees for books. Mr. Dusek confirmed that the contract did state that the County would reimburse 50% for a job related course as outlined by Mr. VanNess.

Following discussions, Mr. Conover called the question and the motion was carried unanimously to approve Item 3A as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Conover remarked Item 3B was a request to fill the vacant position of Social Welfare Examiner #8, annual salary of \$30,230, Grade 8, Employee No. 6478, due to promotion. He noted that this position was mandated and 100% reimbursed.

Motion was made by Mr. Taylor, seconded by Mr. VanNess and carried unanimously to approve Item 3B as outlined above, and the necessary resolution was authorized for the next board meeting. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Conover asserted Item 4 was requesting authorization to hire temporary help as needed at the Department of Social Services and Westmount Health Facility.

Motion was made by Mr. Belden and seconded by Mr. Sokol to approve the request as presented.

Mr. Dusek explained that a couple of emergency situations had arisen, one at Westmount Health Facility and also at the Department of Social Services (DSS). He expounded that the key Maintenance Worker at Westmount Health Facility had taken ill and would be out of work for three weeks. He stated that the former Maintenance Worker who had recently retired had agreed to temporarily fill the position until the employee was able to return to work. Barbara Taggart, Administrator of Westmount Health Facility, added that the temporary help would work Sundays and Mondays for three hours per day, for approximately three weeks.

Mr. Taylor suggested that the wording be amended to include a limitation, such as subject to approval by the County Administrator. Mr. Dusek stated that this could be confined to thirty days.

Mr. Dusek requested Ms. Wheeler explain the situation that had occurred in the DSS. Ms. Wheeler apprised that every year, temporary help was hired to assist with the Home Energy Assistance Program (HEAP) for five months. She added that funding for such was included within the Departmental budget and the outreach portion of the program would begin in the next few weeks. She confirmed that the HEAP was a Federally funded program and would be no cost to the County.

Chairman Stec entered the meeting at 9:15 a.m.

Mr. Belden recommended that the requests be voted on separately. Mr. Taylor expressed his concern with the wording presented, in that it appeared that at any time, temporary help could be hired at Westmount Health Facility or DSS without additional approval.

Todd Lunt, Director of Human Resources, informed that historically, departments had hired temporary, per diem positions without receiving Board approval, as long as they had the funds within their budget to cover the temporary, per diem positions. He further explained that temporary positions did not have a specific title slot in the Salary Schedule. Mr. Dusek countered that this was not a per diem position, and that this was a unique situation. He recommended that the Committee give authorization to employ a retired Maintenance Worker, temporarily, for a time period to end October 15, 2011.

Mr. Belden amended his motion to provide authorization to employ a retired Maintenance Worker, temporarily, for a time period to end October 15, 2011 and Mr. Sokol amended his second to the motion.

Following discussions, Mr. Conover called the question and the motion was carried unanimously to provide authorization to employ a retired Maintenance Worker at Westmount Health Facility, temporarily, for a time period to end October 15, 2011. The necessary resolution was authorized for the next board meeting.

Motion was made by Mr. VanNess, seconded by Mr. Taylor and carried unanimously to authorize the hiring of up to three people to assist with the HEAP program in the Department of Social Services for this winter season only. The necessary resolution was authorized for the next board meeting.

Concluding the Agenda review, Mr. Conover referred to Item IV. Topics to be reported on/discussions/updates and he listed the Pending items as follows:

- 1) Mr. Dusek to research the vacation policy, and possible flexibility for Department Heads, and report back to Committee next month. (07.07.10)
- 2) Mr. Dusek to research the financial impact to the County Budget if the average percentage allocated to each Departmental Budget for non-mandated

- educational training was removed. (09.08.10)
- 3) Referral from the Social Services Committee requesting that the Warren County Travel Policy be examined and revised to define the distances for which expenses for overnight accommodations would be authorized. (04.28.11)

Mr. Dusek requested to defer these items for a few months and the Committee agreed.

There being no further business to come before the Committee, on motion made by Mr. Belden and seconded by Mr. Sokol, Mr. Conover adjourned the meeting at 9:25 a.m.

Respectfully submitted,

Nicole Livingston, Deputy Clerk